

# **Fire Safety - Emergency Evacuation Plan** **for Ilsington Village Hall**

## **Premises Address and Contact Details**

Ilsington Village Hall, Ilsington, Newton Abbot, Devon, TQ13 9RG

Penelope Biggs, Smallacombe Farm, Trumpeter, TQ13 9RA, (m) 07503 581 284  
(t) 01364 661 260

Chris Sheldon, Ash House, Ilsington, TQ13 9RN, (m) 07767 988 120 (t) 01364  
698244

**For all hiring events there will be a designated Fire Steward (FS) responsible for understanding, agreeing to and carrying out the actions below**

## **Sound of Alarm**

- The sound of the alarm will be a continuous warning siren

## **Raising The Alarm**

- If fire is discovered the designated FS will activate the nearest fire alarm call point
- If fire is detected by the automatic sensors the fire alarm will be automatically triggered. Emergency lighting will come on if there is a power failure

## **Action To Take On Hearing Alarm**

- The FS will take charge and lead the fire evacuation
- The FS will dial 999 and request attendance by the Fire Service. The FS gives their name, name of building, building address, contact number and details of the fire
- The FS is responsible for checking the evacuation of the building
- Hall users will commence evacuation of the building in a calm and orderly manner using all available fire exits, aiding those who need additional help in evacuating

- If safe to do so the FS must sweep the building to ensure all areas are clear (including back areas) and ensure all doors are closed on the way out
- The FS must ensure no one re-enters the building until confirmed safe to do so by the Fire Service
- Everyone must meet at the designated fire assembly point and the FS must check all occupants are accounted for
- The FS is to liaise with the Fire Service on their arrival

### **Escape Routes**

The Escape Routes from the building are:

- The entrance door to the main hall
- The door opposite the entrance to the main hall (to the car park)
- The door to the left of the entrance to the main hall (behind the cupboard area towards the shop)

### **Fire Assembly Point**

- The Fire Assembly Point is the Car Park at the rear

### **Fire Extinguisher Use**

Fire Extinguishers will only be used where:

- The FS is confident in their use
- Where it is deemed safe to do so e.g there is a clear means of escape / the fire is small
- Personal safety takes priority – if in doubt the FS/others should not attempt to extinguish a fire
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### **Responsibilities for Fire Plan**

- Responsible Persons (the Ilsington Village Hall Committee)
- Competent Persons – Chris Sheldon, Hall Manager

**Plan Date 01-07-2023**